

Arizona AIDS Drug Assistance Program (ADAP) Approved Residency Documentation

Items 1) and 2) contain document types which are considered *primary* verification documents for use by ADAP when determining Arizona residency.

1) Any one of these documents will be accepted as proof of residency if the address is not a P.O. box, is a "land" address, is valid in date and not expired, and the same as the client's stated address on the ADAP application:

- Official documents with ***address present***, such as:
 - Food stamp documentation
 - General assistance documentation
 - TANF documentation
 - AHCCCS approval or denial letter
 - Social Security or Veteran's Affairs Benefits award letter
 - Unemployment award/benefits statement
 - Property tax statement
 - Home Owner's Association assessment/fee statement
 - Mortgage or lease agreement indicating the client's name and residence

2) In the absence of the above, any ***two*** of the below will be accepted as proof of residency if the address is not a P.O. box, is a "land" address, valid in date and not expired, and the same as the client's stated address on the ADAP application:

- Utility bills, most recent (these are bills that generally represent services received at a residence, and are linked to the residence rather than the person). Examples:
 - Cable TV
 - Internet
 - APS
 - SRP
 - S. W. Gas
 - Water/sewer/garbage
 - Land line phone vs cell phone

Note: Client's name must be on the utility bill.

- Non-property tax bill or tax assessment statement
- W-2 (tax) form from employer (most current tax year)
- Check stub from employer (most recent pay period)
- Bank statement (most recent month)
- Arizona drivers license
- Motor vehicle department issued identification card
- Immigration identification card

- 3) When none of the above types of documents are available [items 1) and 2)], **two** of the following *secondary* documents can serve as proof of residency if the address is not a P.O. box, is a "land" address, valid in date and not expired, and the same as the client's stated address on the ADAP application:
- Letter from transitional housing or extended care facility, mentioning client by name and address
 - Written statement from a homeless service provider (shelter, clinic, food program, etc.) verifying homelessness
 - A billing statement from a department store, doctor's office, insurance company, cell phone company
 - An official piece of mail such as voter registration card
 - A statement from client's case manager indicating that the case manager has met with client in a home visit at the address
- 4) Addresses for HIV Care Directions, Shanti and Southern Arizona AIDS Foundation (SAAF) will be accepted as a mailing address in cases where homelessness and proof of residency has been established.
- 5) Occasionally a special circumstance may occur when there is no way for a client to provide residency documentation consistent with this policy. **These situations will be considered on a case-by-case basis by ADAP.**

effective April 1, 2003